QueenslandGlass

Training Policy

Our Company is fully committed to ensuring that all staff have the relevant knowledge, skills and expertise to perform their work to consistently high standards and to achieve their full potential.

We recognise that the training and development of our staff is fundamental to the improvement of our operational performance and the achievement of our strategy and goals.

We will therefore strive to make training and development an integral part of our operations and to follow a continuous process of appraisal, training and development.

It is the responsibility of the employee in collaboration with their direct reporting supervisor to:

- identify and consider training and development as an integral part of the business planning process;
- ensure that the training and development needs of all staff are assessed and provided for in accordance with this policy;
- agree and identify appropriate and cost effective training and development solutions;
- evaluate the efficiency and effectiveness of training and development;
- monitor the efficiency and effectiveness of this policy.
- managing their own learning and professional updating

Overall responsibility for the operation of this policy lies with the Management Committee and will be monitored on an annual basis.

All training and development activities must be approved in writing, in advance by the employee's direct reporting supervisor.

All new staff will receive appropriate induction training. This will include the identification of training and development needs.

All staff will be given adequate health and safety training, including information on emergency procedures. The need for health and safety training will be reassessed on a regular basis and in particular when there has been a change in operating procedures.

Re-training will be provided whenever necessary.

Management will regularly review the training requirements and evaluate all training and development activities against the business strategy and goals on an annual basis.



Nigel Mills
Managing Director

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